

EQUALITY, POVERTY AND SOCIAL SECURITY

Scottish Welfare Fund Statistics: Update to 30 June 2018

Users should be aware that for North Lanarkshire in the latest quarter, the figures are missing community care grant applications for which there has been a delay in processing the application and/or inputting the data onto the local authority's IT system, which has meant that the applications were not included in the latest quarterly data return. Once these applications are processed and input on the system, details about them will be sent to Scottish Government with the next quarterly data return, and the statistics for April-June 2018 will be updated. We are working with the local authority to resolve this issue.

This issue previous affected the 2017/18 statistics publication. Additional information has now been received from North Lanarkshire, and most applications made in 2017/18 now appear in this version of the statistics. However, North Lanarkshire have indicated that around 165 applications are still not included. These applications will be included in the next statistics publication once they have been returned and processed.

Introduction

This publication provides information on the Scottish Welfare Fund for the latest quarter, 1 April to 30 June 2018. It also contains information from previous financial years dating back to 1 April 2013, when the scheme commenced its operation. A supplementary spreadsheet containing 43 tables and 13 charts has also been published.

Electronic versions of this document and accompanying tables and charts are available at: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/swf>.

These statistics are being published as experimental statistics. Experimental statistics are defined in the Code of Practice for Official Statistics as "*new official statistics undergoing evaluation. They are published in order to involve users and stakeholders in their development and as a means to build in quality at an early stage.*" These statistics have not yet been assessed by the UK Statistics Authority. They have not been designated as National Statistics¹.

Summary of main points

- The Scottish Welfare Fund comprises of Community Care Grants – which help people to live independently – and Crisis Grants, which provide a safety net in a disaster or emergency.
- From when the Scottish Welfare Fund scheme began on 1 April 2013 until 30 June 2018, 306,305 individual households have received awards totalling £173.0 million. A third of households receiving an award were families with children, while just over half were single person households with no children.
- From April to June 2018, Local Authorities received 16,175 applications for Community Care Grants (2% fewer than the equivalent quarter last year), made 9,415 awards (5% fewer than the previous year), and the acceptance rate was 58% (two percentage points lower than last year). Expenditure on Community Care Grant awards totalled £5.8 million, which is less than a 1% increase compared to last year. The average award was £621.
- From April to June 2018, Local Authorities received 45,290 applications for Crisis Grants (7% more than the previous year), made 29,645 awards (3% more than the previous year), and the acceptance rate was 65% (three percentage points lower than last year). Expenditure on Crisis Grant awards totalled £2.3 million, 6% more than last year. The average award was £78.

¹ For more information on experimental statistics please see:

<http://www.statisticsauthority.gov.uk/news/assessment-and-designation-of-experimental-statistics.html>

- In the latest quarter, 90% of Community Care Grant applications and 95% Crisis Grant applications were processed within the target time limits.
- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2018/19, and there was an estimated underspend of £2.3 million carried forward from 2017/18. Of the estimated total £35.3 million available for awards this year, £8.2 million (23%) has been spent, which is the same proportion as this time last year.
- Since April 2013, there have been 17,160 Tier 1 reviews for Community Care Grants, and 10,785 for Crisis Grants. Just under half of decisions have been revised at this stage for both Community Care Grants (46%) and Crisis Grants (47%).

Contents

Scottish Welfare Fund Statistics: Update to 30 June 2018	1
Introduction	2
Summary of main points	2
Contents	3
Background to the Scottish Welfare Fund	4
Applications	6
Processing Times	9
Decisions and awards	11
Expenditure and budgets	13
Items and Payments	17
Repeat Applications and Awards	18
Reviews	19
Scottish Index of Multiple Deprivation	20
Characteristics of Households in Receipt of Awards	21
About the Data	22
How the data is collected	22
Data Specification	22
Calculation of Households	22
Data Quality	22
Comparisons with other UK Statistics	25

Background to the Scottish Welfare Fund

On 1 April 2013, the Department for Work and Pensions (DWP) abolished two elements of the Social Fund - Community Care Grants and Crisis Loans - and transferred funds previously spent on them to Scottish Ministers. In its place, the Scottish Government established the Scottish Welfare Fund. The Scottish Welfare Fund is a national grant scheme run by Local Authorities, based on [guidance](#) from Scottish Ministers. The guidance has been developed in partnership with COSLA, Local Authorities and other stakeholders.

The objectives of the scheme are to:

- provide a safety net in a disaster or emergency, when there is an immediate threat to health or safety.
- enable people to live independently or continue to live independently, preventing the need for institutional care.

There are two types of grants in the Scottish Welfare Fund – Crisis Grants, and Community Care Grants.

A Crisis Grant aims to help people on a low income who are in crisis because of a disaster or an emergency. A disaster is something like a fire or a flood. An emergency might be when money has been stolen.

A Community Care Grant aims to:

- help people establish themselves in the community following a period of care, where circumstances indicate that there is a risk of the person not being able to live independently without this help.
- help people remain in the community rather than going into care where circumstances indicate that there is a risk of the person not being able to live independently without this help.
- help people set up home in the community, as part of a planned resettlement programme, following an unsettled way of life.
- help families facing exceptional pressures, with one-off items, like a cooker or a washing machine.
- help people to care for a prisoner or young offender on release on temporary licence.

The Scottish Welfare Fund is a discretionary, budget-limited grant scheme that prioritises applications according to need. It provides grants that do not have to be repaid. It does not provide loans.

The DWP transferred the funding spent in Scotland on its Community Care Grants and Crisis Loans for Living Expenses to the Scottish Government. For 2013/14 and 2014/15 this amounted to £23.8 million. The Scottish Government topped this amount up by a further £9.2 million, giving the Scottish Welfare Fund a total budget of £33 million for both these years. This level has been maintained at £33 million

from 2015/16 to 2018/19 by the Scottish Government. Local Authorities have been able to top this up with their own funds, together with any underspends carried forward from previous years. There is no statutory limit on the amount of money which can be spent on the Scottish Welfare Fund.

The Scottish Welfare Fund was introduced on an interim basis for the first three years, prior to setting the Fund out in law. The [Welfare Funds \(Scotland\) Act 2015](#) received Royal Assent on 8 April 2015 and placed the Scottish Welfare Fund into law from 1 April 2016. The Act is supported by the [Welfare Funds \(Scotland\) Regulations 2016](#), and statutory guidance.

Local Authority Delivery

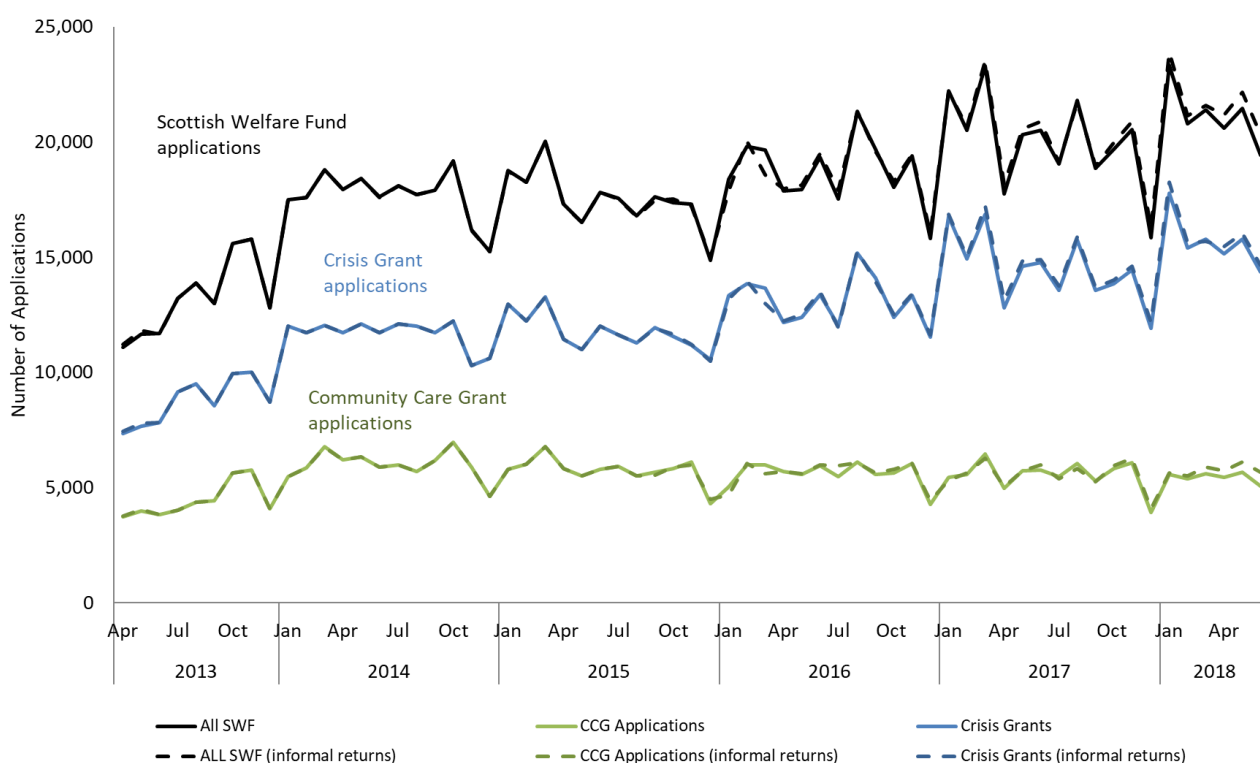
Local Authorities have the discretion to provide support in different ways. Not all grants will be cash payments. They may provide vouchers, a fuel card, or goods if they think that is the best way to meet the need.

Local Authorities also have discretion on where in their organisation they process applications and how they link the scheme to existing services.

Applications

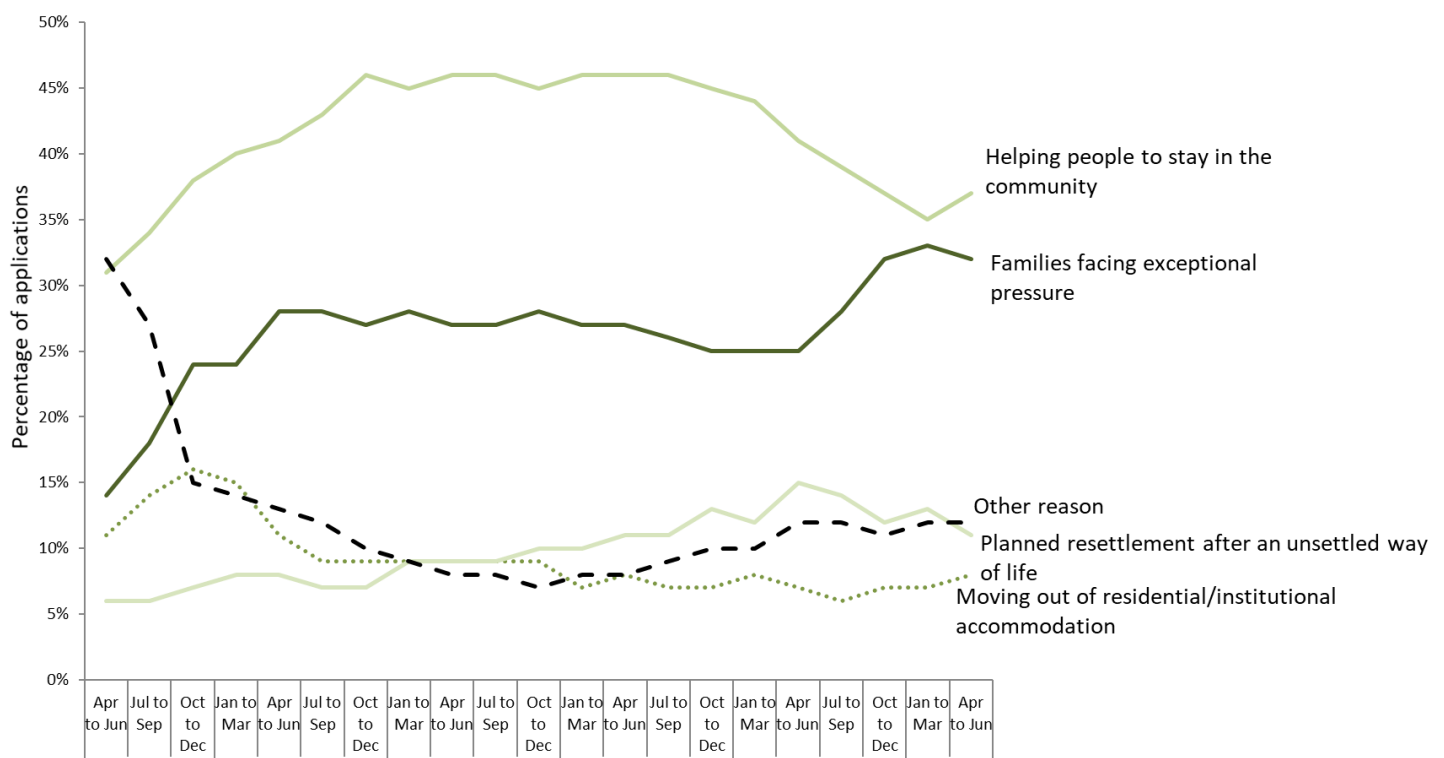
- From April to June 2018, a total of 61,460 applications to the Scottish Welfare Fund were received (**Table 1**), the majority were for Crisis Grants (45,290, **Table 3**), and a smaller proportion were for Community Care Grants (16,175, **Table 2**). North Lanarkshire have indicated that this figure may not include all Community Care Grant applications made during the quarter, see the [Data Quality](#) section for further details. From the 2017/18 publication onwards, we have changed our method for calculating total applications, and now split all joint applications for Community Care Grants and Crisis Grants into two applications for the statistics. This is described further in the [Data Quality](#) section.
- Compared to the equivalent quarter last year, the number of Community Care Grant applications decreased by 2% (255) (**Table 2, Chart 1**), although this may have been driven by missing applications in North Lanarkshire, where the figures currently show 525 fewer applications than equivalent quarter last year. Excluding North Lanarkshire, change in applications since the same quarter last year varied from a 73% increase in Eilean Siar to a 36% decrease in Orkney (**Table 4**).
- Compared to the same quarter last year, the number of Crisis Grant applications increased by 7% (3,130) (**Table 3, Chart 1**). At Local Authority level this varied from a 32% decrease in Orkney to a 52% increase in East Renfrewshire (**Table 6**). Crisis grant applications increased by 30% or more in six local authorities.

Chart 1: Applications to the Scottish Welfare Fund – Scotland – Monthly



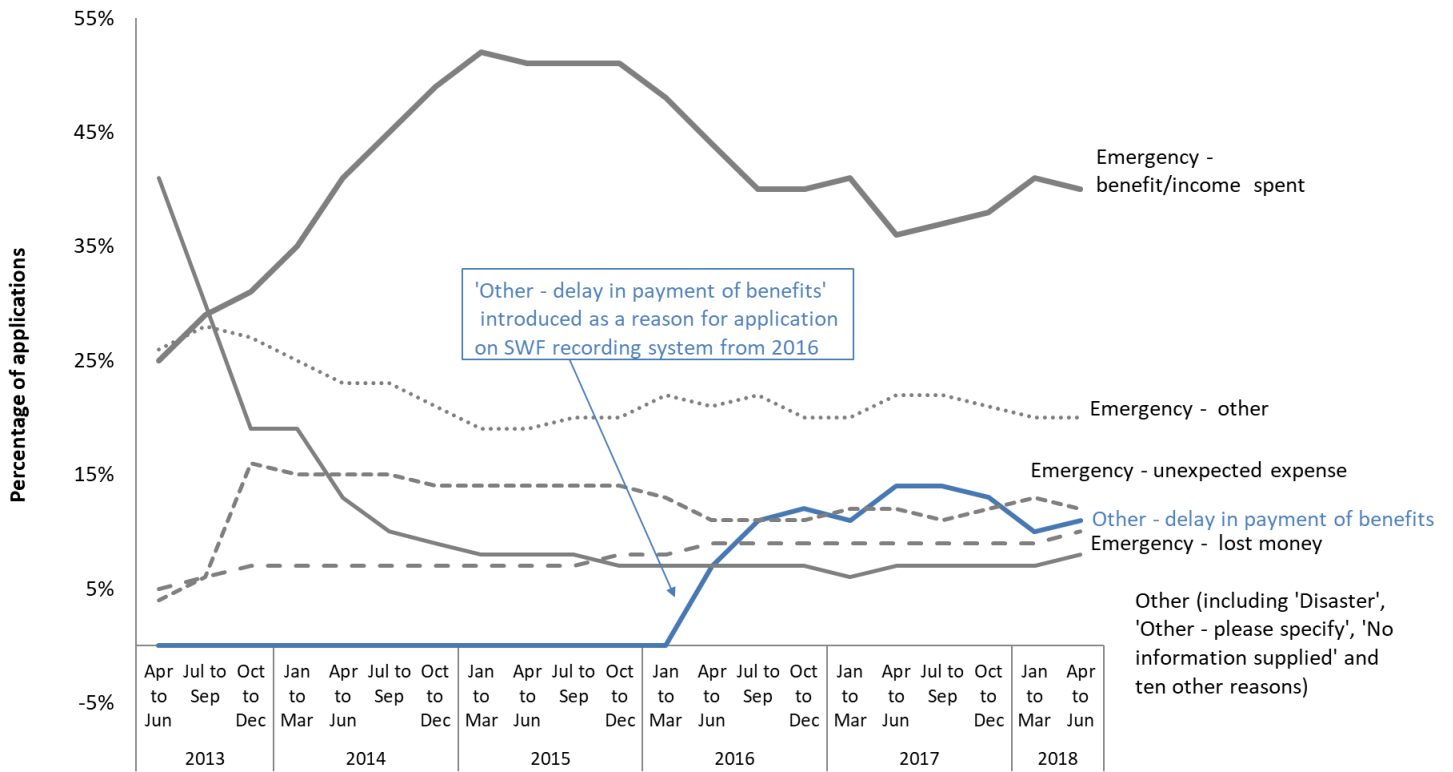
- Local Authorities also submit informal monthly returns to the Scottish Government and this serves as a valuable way of checking data quality. **Chart 1** shows how the quarterly data submitted to the Scottish Government compares with these informal returns. For Scotland as a whole there is broad agreement between the two data sources.
- 'Helping people to stay in the community' remains the most common reason for Community Care Grant applications in the latest quarter (37% applications), although the number of applications for this reason have decreased by 13% since the same quarter last year (**Table 4, Chart 2**). The number of applications due to the second most frequent reason, 'Families facing exceptional pressure', increased by 25% since the same quarter last year. Within the broader category of 'Families facing exceptional pressure', the sub-reason which increased the most was 'There has been a breakdown of relationships resulting in a move' (up 55% since the same quarter last year).

Chart 2: Reasons for Application – Community Care Grants - Quarterly



- The most common reasons for Crisis Grant applications are different types of emergency (85% applications in the latest quarter), whereas disasters such as fires and floods are less common (less than 1% applications) (**Table 6, Chart 3**). The number of applications due to delay in payment of benefits gradually increased after this reason was introduced in 2016, peaked in July to September 2017 (6,100 applications) and has decreased to 4,825 applications in April to June 2018, which was 11% of all Crisis Grant applications (**Table 6, Chart 3**).

Chart 3: Reasons for Application – Crisis Grants – Quarterly



Processing Times

- Initial Processing Time is the number of working days between the date all information was received and the initial decision. Our count of working days counts the number of Mondays to Fridays between these two dates. No allowance is made for local holidays and bank holidays. If the date all information was provided is missing, the application date is used instead.
- 90% of Community Care Grant applications were processed within the target time of 15 working days in the latest quarter. This is an increase of one percentage point compared to the equivalent quarter last year (**Table 8, Chart 4**). In the latest quarter, processing time varied by Local Authority, from 67% in Stirling to 100% in four Local Authorities (**Table 9**).
- 95% Crisis Grant applications were processed within the target time, by the end of the next working day, which is the same as the equivalent quarter last year (**Table 10, Chart 5**). In the latest quarter, processing times varied from 71% in Shetland to 100% in five Local Authorities (**Table 11**).

Chart 4: Initial Processing Times for Community Care Grants - Quarterly

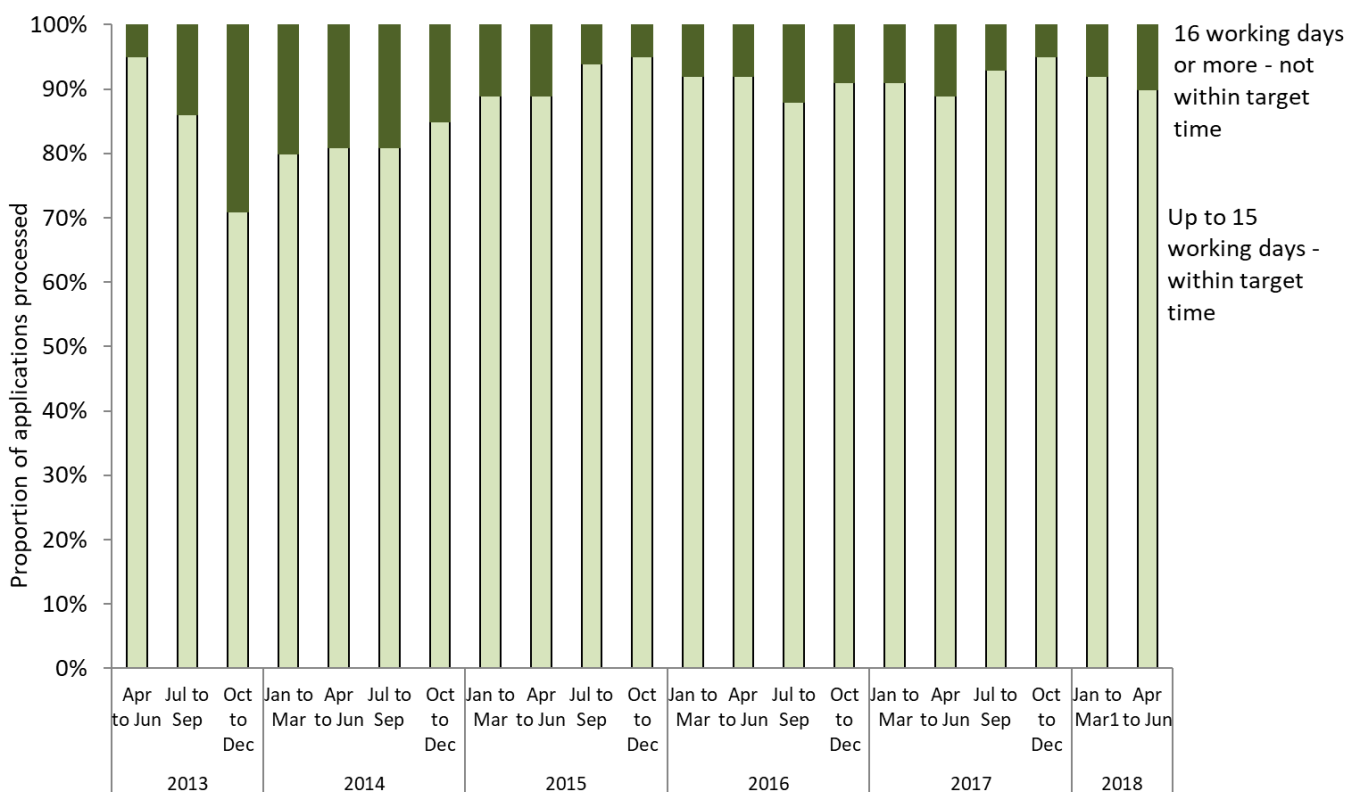
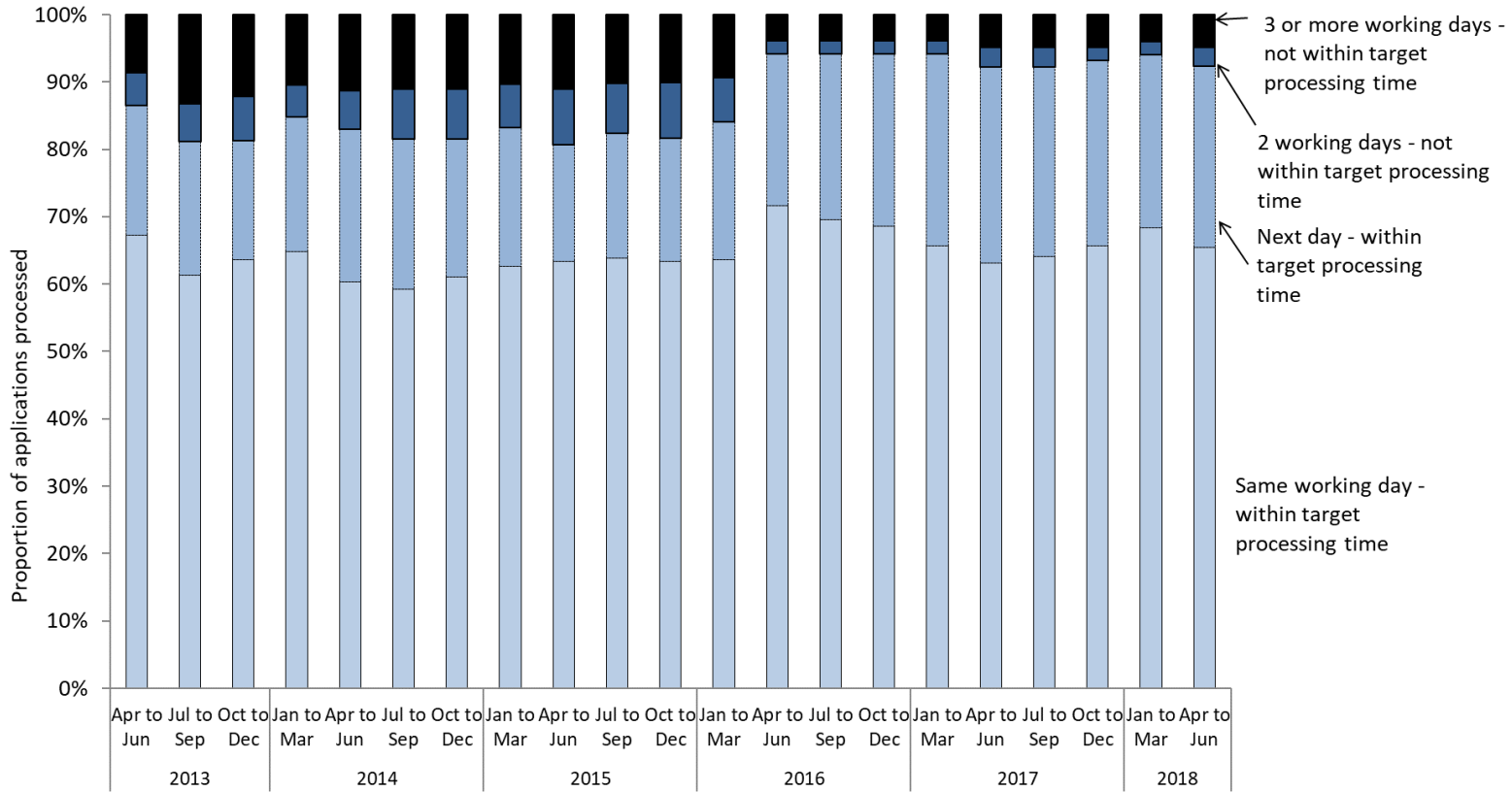


Chart 5: Initial Processing Times for Crisis Grants – Quarterly



Note: The target processing time for crisis grants changed from two working days to the end of the next working day in April 2016.

Decisions and awards

- Decisions were made on 16,180 Community Care Grant applications in the latest quarter. The decision was to make an award in 58% of cases (9,415 awards, **Chart 6**), while the remaining 42% applications were rejected (6,765 unsuccessful applications) (**Table 12**). The acceptance rate decreased by two percentage points compared to the same quarter last year (**Table 14, Chart 7**).
- At Local Authority level, the greatest relative increase in Community Care Grant awards compared to last year was in Eilean Siar (157% increase in awards, although this was only an increase of ten awards, rounded to the nearest five, **Table 13**). Excluding North Lanarkshire, the greatest decrease was in Perth and Kinross (27% decrease in awards). The highest acceptance rate was 88% in Orkney, and the lowest was 30% in Clackmannanshire.
- Decisions were made on 45,335 Crisis Grants in the latest quarter. The percentage of successful cases was slightly higher than for Community Care Grant applications, at 65% (29,645 awards) (**Table 15, Chart 6**). The percentage of successful cases has decreased by three percentage points since last year (**Table 16, Chart 7**).
- At Local Authority level, the greatest increase in Crisis Grant awards since the same quarter last year was in Eilean Siar (53% increase) and the greatest decreases were in Moray and Orkney (28% decrease). The highest acceptance rate was 95% in Orkney, and the lowest was 38% in Scottish Borders. Acceptance rates fell in 23 out of 32 Local Authorities compared to the equivalent quarter last year.

Chart 6: Number of Scottish Welfare Fund Awards – Scotland – Monthly

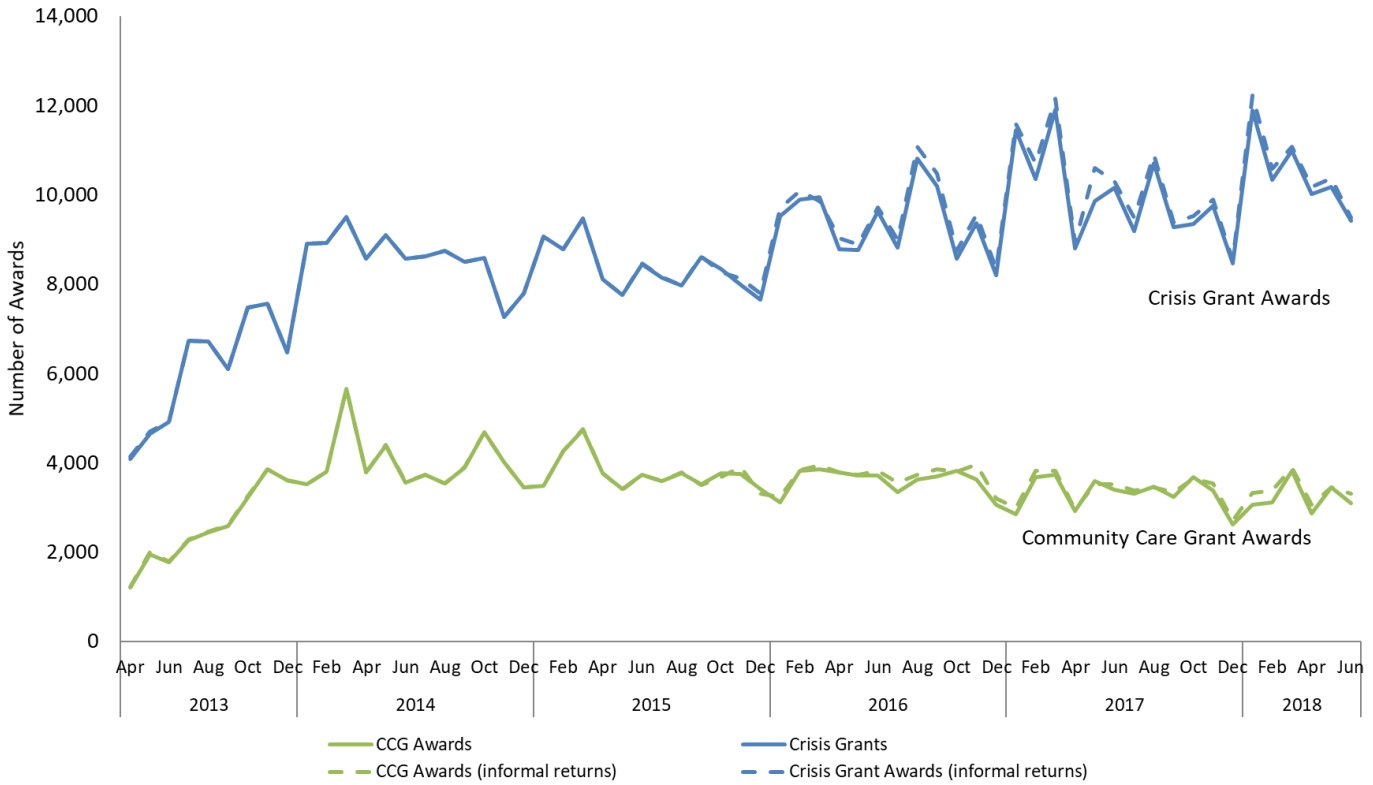
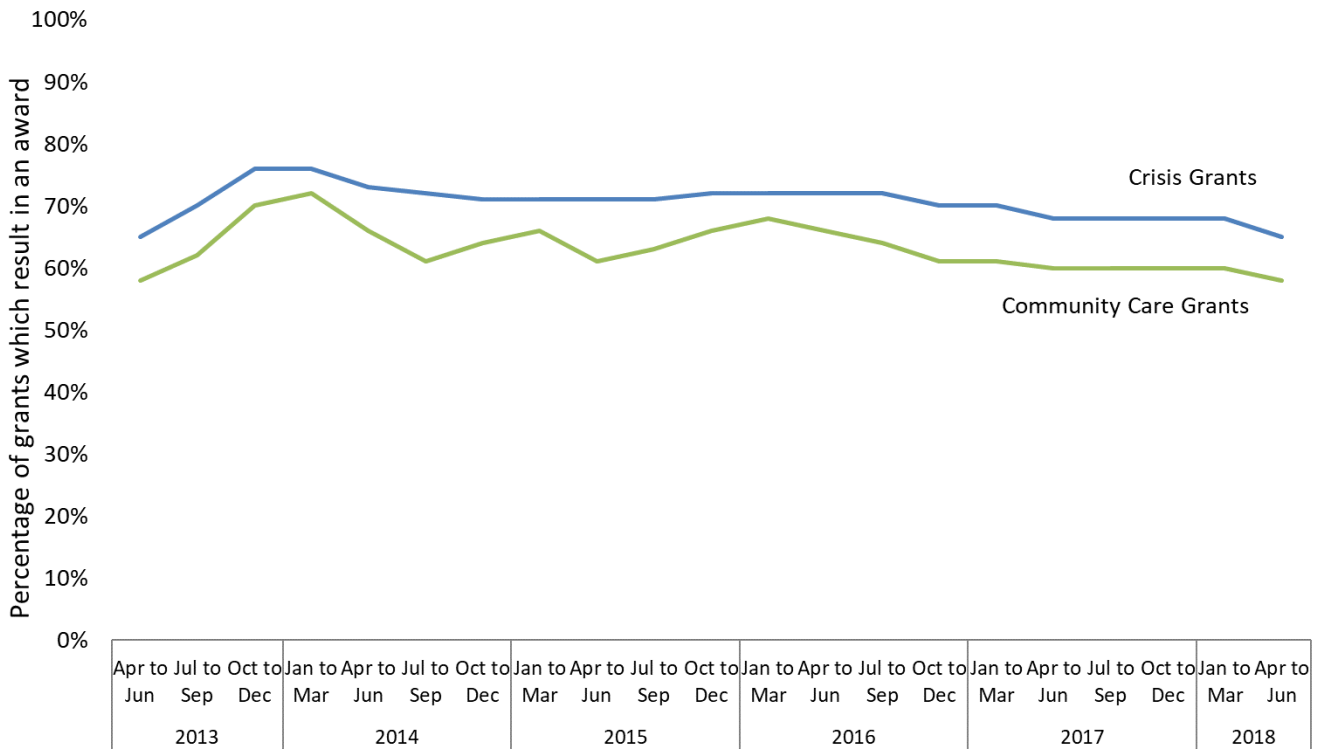


Chart 7: Community Care Grant and Crisis grant acceptance rates – Quarterly



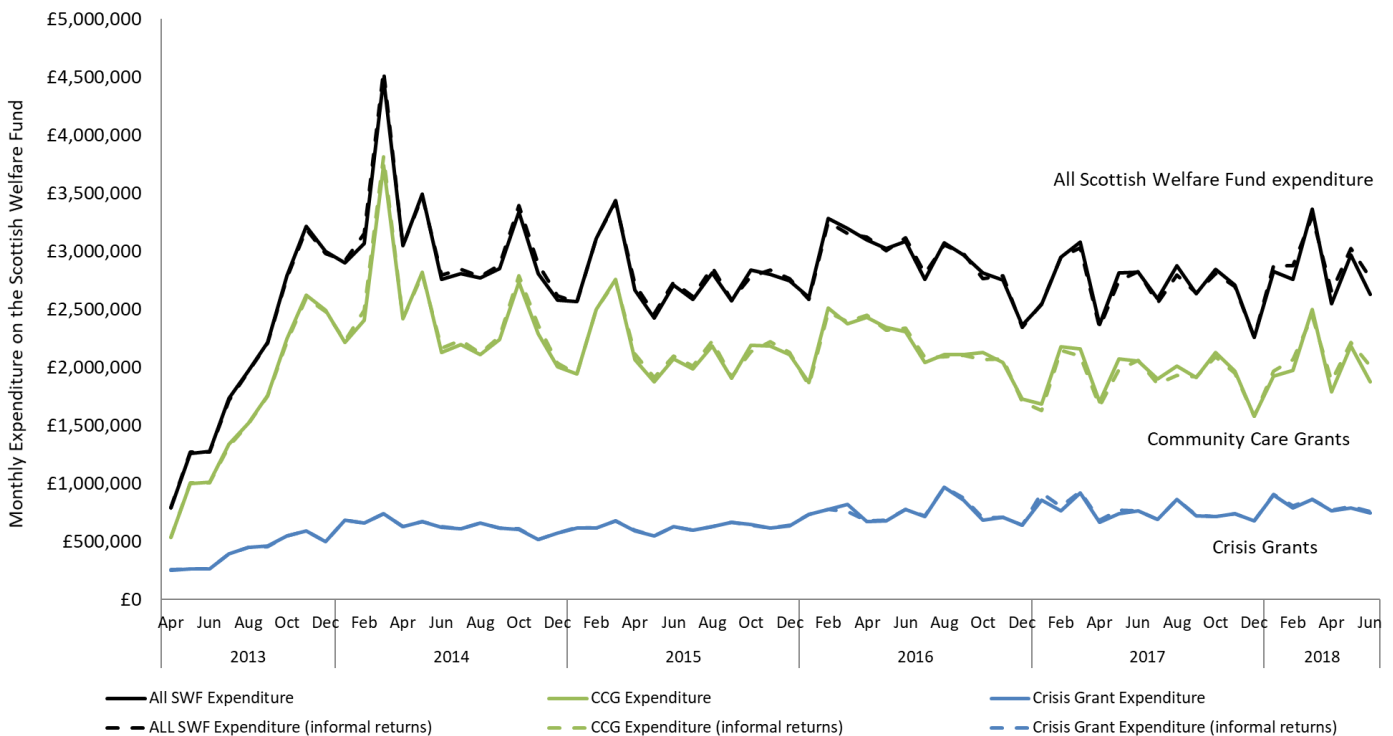
Expenditure and budgets

Unless otherwise stated, all expenditure information in this publication is based on the date of decision. As such it should be regarded as committed spend, rather than actual spend. For example, a Local Authority may commit to purchasing floor coverings for a household and set aside money for this (on the decision date). In practice, it may be some time later before the Local Authority is invoiced and pays the money to the supplier (on the payment date). Overall, there is very little difference between analysing expenditure information using payment dates as opposed to decision dates.

Where a case has been reviewed, expenditure is assigned to the quarter of the initial decision rather than the review date. This means that if the initial decision took place in 2016/17 but a review decision is made in 2017/18, all of the expenditure for the case is counted in 2016/17.

In previous publications, we have included funds provided by Local Authorities in the available Scottish Welfare Fund budget, however for this version of the publication this funding has been removed from calculations. Available budget therefore only represents the amounts allocated by Scottish Government plus any underspend from previous years, and it is assumed that Local Authorities meet any overspend each year.

Chart 8: Expenditure on the Scottish Welfare Fund – Comparison of quarterly data and informal monitoring – Scotland – Monthly



Between 1 April and 30 June 2018:

- £8.2 million was spent through the Scottish Welfare Fund, 2% more than in April to June 2017 (£8.0 million) (**Table 23, Chart 8**). Although Community Care Grants accounted for a smaller proportion of awards, they accounted for a larger proportion of expenditure (£5.8 million, **Table 23, Chart 8**), due to a high average award value (£621, **Table 12**). The remaining £2.3 million was spent on Crisis Grants, with an average award value of £78 (**Table 24**).
- At Scotland level, expenditure on Community Care Grants has changed by less than 1% since the same quarter last year. However, note that North Lanarkshire have indicated £235,000 missing expenditure from the latest quarter. Excluding North Lanarkshire, at Local Authority Level, expenditure has increased by up to 156% (Eilean Siar), and decreased by as much as 42% (Angus) (**Table 23**).
- At Scotland level, expenditure on Crisis Grants has increased by 6% since the same quarter last year. At Local Authority level, this ranges from an 82% increase in expenditure in Fife, to a 64% decrease in expenditure in Shetland (**Table 23**).

During 2018/19:

- Local authorities were allocated £33 million for Scottish Welfare Fund awards in 2018/19, and there was an estimated underspend of £2.3 million carried forward from 2017/18. Of the estimated total £35.3 million available for awards this year, £8.2 million (23%) has been spent, which is the same proportion as this time last year (**Table 24, Chart 9, Chart 10**).
- At this point in the year, percentage of budget spent (including estimated previous underspend) ranges from 6% in Orkney to 33% in Shetland (**Table 26, Chart 9**).

Chart 9: Proportion of 2017/18 budget spent as at 30 June 2018

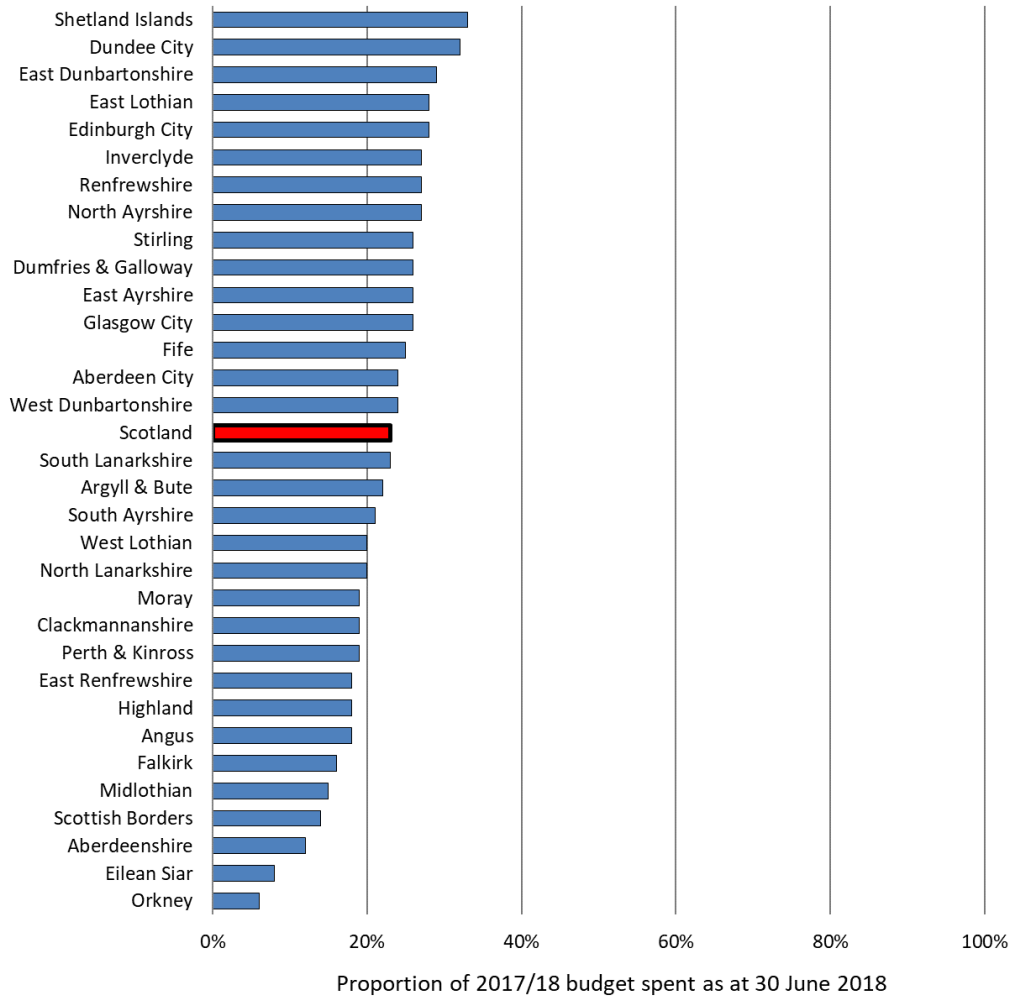
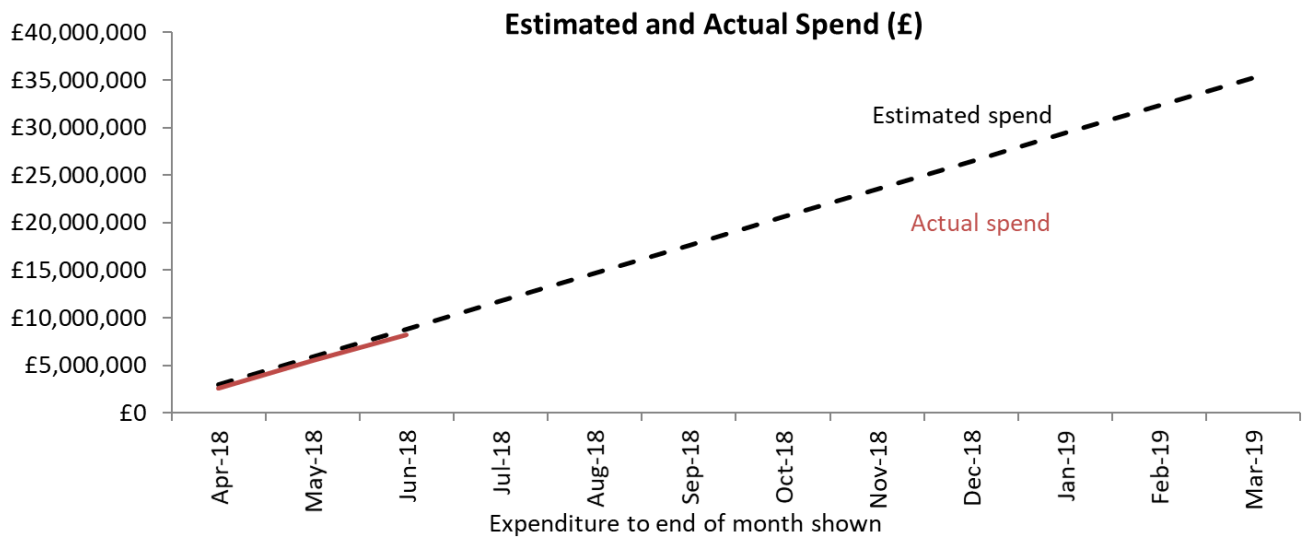


Chart 10: Cumulative Expenditure on the Scottish Welfare Fund – Monthly



Housing costs within Universal Credit:

- From 1 April 2017, the UK Government introduced a change to the entitlement for housing costs within Universal Credit (UC), resulting in people aged 18-21 years no longer being eligible, unless the individual is covered by an exemption². The policy applies to new claimants, claiming UC on or after 1 April 2017, in an area using the full, digital service. To mitigate against this, the Scottish Government extended the Scottish Welfare Fund on an interim basis to provide Community Care Grants to 18-21 year olds affected by this change³. Between April 2017 and June 2018, Local Authorities spent just over £5,700 on Community Care Grants for this purpose. On 29 March 2018, it was announced that the UK government will amend regulations so that all 18-21 year olds will be entitled to claim support for housing costs in UC⁴. However, to date the regulations have not been amended, and eligible 18-21 year olds are still able to apply for support through the Scottish Welfare Fund.

Family Reunion Crisis Grants:

- Delivery of Family Reunion Crisis Grants commenced on 14 May 2018. The grants support refugee families arriving in Scotland under family reunion rules to settle with their family member already resident in the local authority area. Applicants can apply for both Crisis Grants and Community Care Grants through this scheme. From 14 May to 30 June 2018, 25 awards have been made totalling £9,700.

² <https://www.gov.uk/guidance/housing-costs-for-18-to-21-year-olds>

³ <http://www.gov.scot/Topics/People/fairerscotland/scottishwelfarefund/socialfund/18to21assistancewithhousingcosts>

⁴ <https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2018-03-29/HCWS611>

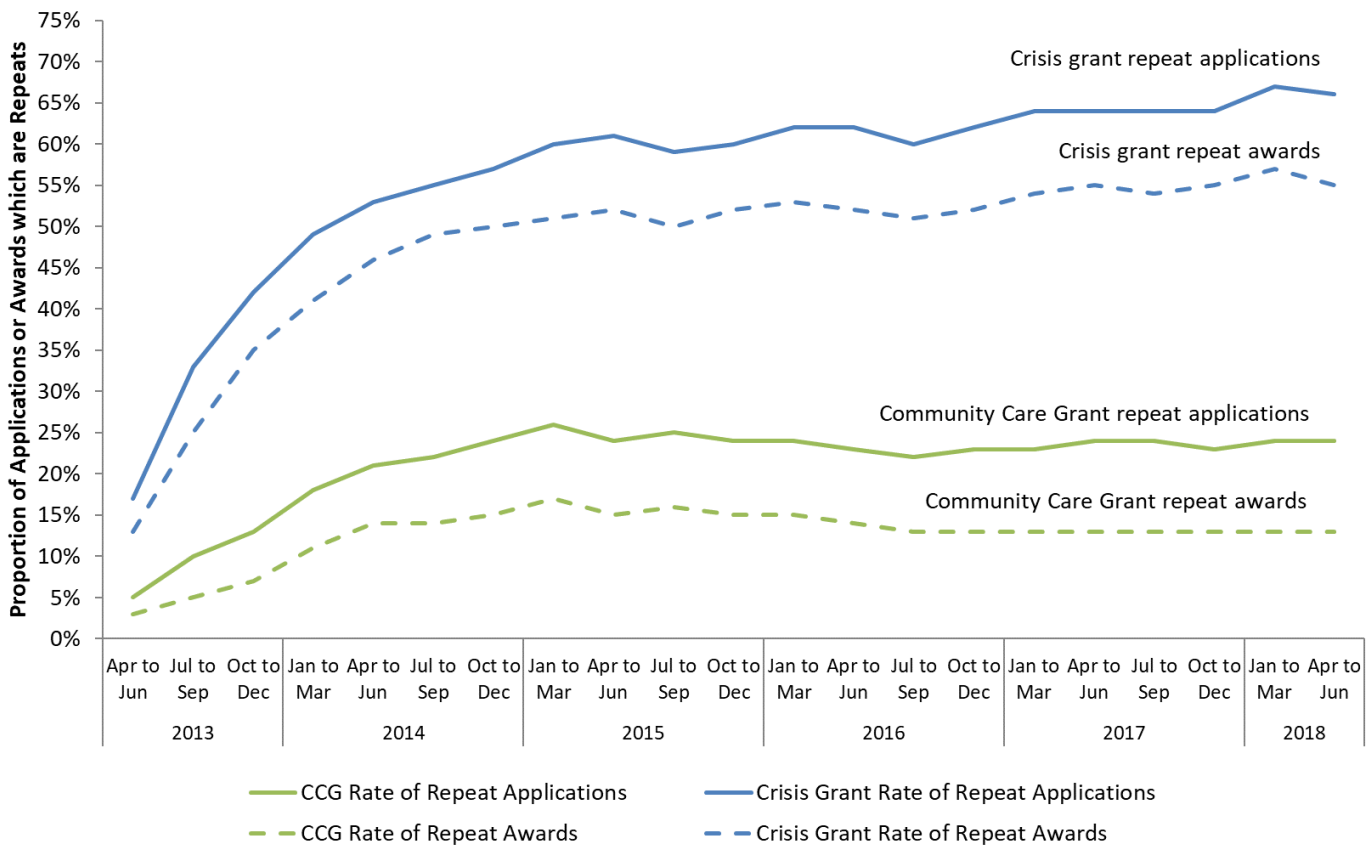
Items and Payments

- In the latest quarter the most common Community Care Grant expenditure was on floor coverings, beds and bedding, and kitchen appliances such as cookers, fridges, freezers and washing machines (**Table 27**).
- The most common Crisis Grant expenditure was on food, essential heating expenses and other living expenses (**Table 29**). Since the same quarter last year, expenditure on food increased by 7% and heating by 12%.
- The most common payment method for Community Care Grants remained provision of new goods (51% of payments, **Table 31**). The use of previously used goods as a method of Community Care Grant payment has increased since the introduction of a re-use scheme in Fife, and in the latest quarter 7% of payments were made in previously used goods. For Crisis Grants cash remained the most common payment method (44% payments) (**Table 54**).

Repeat Applications and Awards

- An application is defined as a repeat application if the household made another Community Care Grant/Crisis Grant application within the 12 months of the current application. Similarly, a repeat award occurs if an award was made within 12 months of the current award. While there is no limit on the number of Community Care Grants an individual can receive in any one year, Crisis Grants are normally limited to three in a rolling 12-month period. In this section repeat applications or awards are defined as such if a household applied for/received another Crisis Grant award or Community Care Grant award within the previous 12 months of the current award date.
- There is a higher rate of both repeat applications and repeat awards for Crisis Grants compared to Community Care Grants (**Chart 11**).
- In the latest quarter, nearly a quarter of Community Care Grant applications were repeats (24%, **Table 40**) compared with two thirds of Crisis Grant applications (66%, **Table 42**).
- For awards, 13% of Community Care Grant awards were repeats (**Table 41**), compared with over half of Crisis Grants (55%, **Table 43**).

Chart 11: Repeat applications and awards for Community Care Grants and Crisis Grants - Quarterly



Reviews

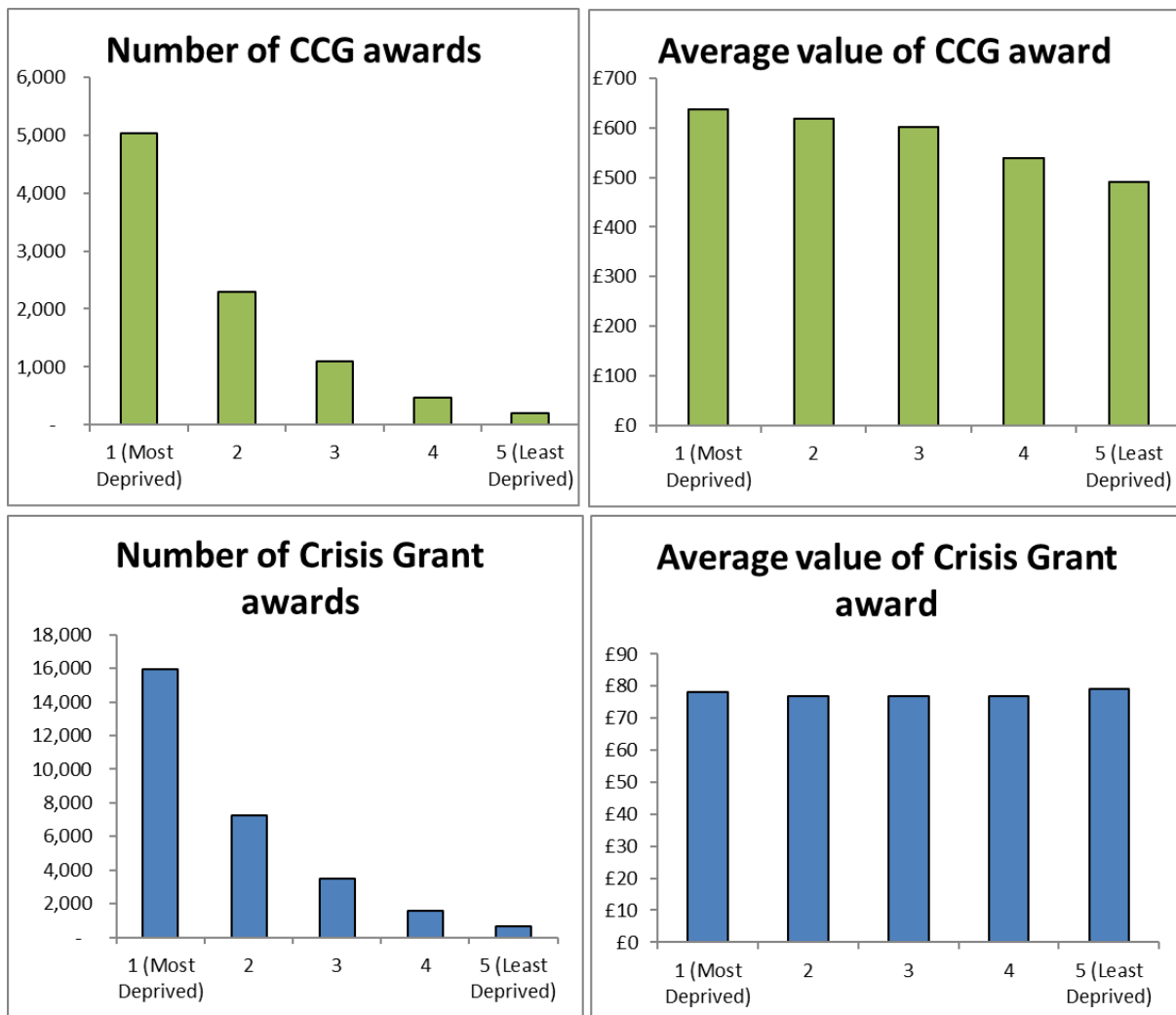
- If an applicant disagrees with the outcome of their application, there are two possible review stages. Firstly, a Tier 1 review will be carried out by the Local Authority. Following this, an independent Tier 2 review may be carried out by the Scottish Public Services Ombudsman (SPSO). Tier 2 reviews have been carried out by the SPSO since 1 April 2016 (previously this was done by Local Authorities). Information on tier 2 reviews carried out during 2017/18 can be found in the [SPSO's Annual Report on the Scottish Welfare Fund Independent Review Service 2017-18](#) and [Annual Statistics 2017-18](#). In 2017/18 the SPSO handled 764 applications, a similar number to 2016/17 (768).
- Since April 2013, there have been 17,160 Tier 1 reviews for Community Care Grants, and 10,785 for Crisis Grants (**Table 33**)⁵. Just under half of decisions have been revised at this stage for both Community Care Grants (46%) and Crisis Grants (47%) (**Table 34**).
- Since April 2013, 78% of Tier 1 reviews for Community Care Grants have been made within the 15 working day target, while 87% of Tier 1 reviews for Crisis Grants have been made within the two working day target (**Table 35**). East Ayrshire have not been able to supply information on review processing times, which accounts for a further 3% Community Care Grants and 1% Crisis Grants for which it is unknown if reviews were made within target times.

⁵ These figures do not include Tier 1 reviews for East Ayrshire for 2013.

Scottish Index of Multiple Deprivation

- Scottish Welfare Fund awards tend to go to applicants living in more deprived areas of Scotland. Around one in five people in Scotland live in the 20% most deprived areas in Scotland, as defined by the Scottish Index of Multiple Deprivation (SIMD). However, in the latest quarter over half of Community Care Grants (53%) and Crisis Grants (54%) were awarded to applicants living in these areas. In comparison, around 3% of Community Care Grants and 2% of Crisis Grants were awarded to applicants from the 20% least deprived areas (**Table 36, Table 37, Chart 12**).
- Community Care Grant applicants in more deprived areas also tend to receive a higher average award value than applicants in less deprived areas (**Table 36, Table 37, Chart 12**). In the latest quarter, Community Care Grant applicants in the 20% most deprived data zones received an average award that was around £146 higher than applicants in the 20% least deprived data zones (£637 compared to £491, **Chart 12**). For Crisis Grants, average awards were similar across the different SIMD rankings (**Chart 12**).

Chart 12: Distribution of awards and average award value by SIMD 2016 Quintile rankings of applicant's postcode – Apr to Jun 2018

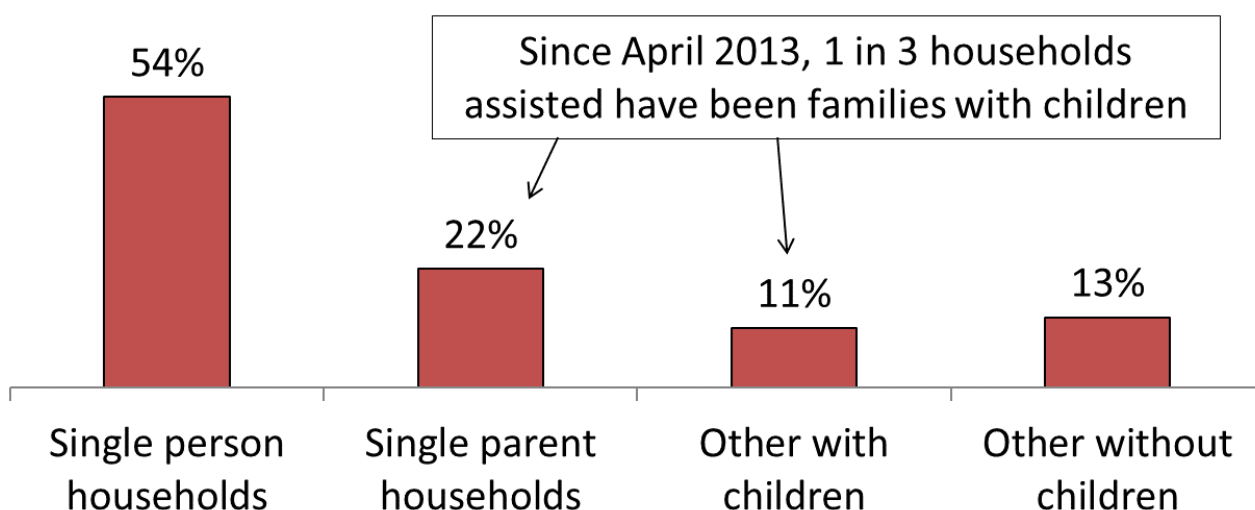


Characteristics of Households in Receipt of Awards

- Since the scheme began in April 2013, 306,305 unique households received at least one award from the Scottish Welfare Fund. Based on the most recent award received by these households, more have received a Crisis Grant (218,340) than a Community Care Grant (164,455) (**Table 38a**).
- Since the scheme began in April 2013, of the 306,305 unique households which have received at least one award, over half were single person households, and over a fifth were single parent households (**Table 38b, Chart 13**). In comparison, the latest household estimates for Scotland indicate that only 37% households are single people, and 6% households are single parent families⁶. Less than a quarter of households receiving awards were couples, couples with children or other types of household, whereas over half of households in Scotland are estimated to fall into these categories.
- In total since the scheme began around a third (33%) of households receiving awards have contained children (**Table 38b**). Of the total £173.0 million which has been awarded, £72.6 million has been awarded to households containing children.

Chart 13: Household types of unique households receiving funds from the Scottish Welfare Fund 1 April 2013 to 30 June 2018

Percentage of households assisted by the Scottish Welfare Fund



⁶ National Records of Scotland 'Estimates of Households and Dwellings in Scotland, 2017', <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/households/household-estimates/2017>

About the Data

How the data is collected

One month after the end of each quarter, Local Authorities are asked to submit an XML file containing the information as set out in the [data specification](#). This data is then uploaded to the Scottish Government's ProcXed⁷ website. Once the data has been validated by our software, the data is passed over to the Scottish Government's Communities Analytical Division. Four IT companies provide IT systems which underpin the provision of the Scottish Welfare Fund. These companies are Capita, Civica, Northgate IS and IEG4.

Data Specification

The data specification for the Scottish Welfare Fund is available at:
<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

Guidance to help Local Authority officers to record information is available at:
<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-data-guidance>

Calculation of Households

We collect information on all people within each application. To group people into household units we filter the people table to contain only the main applicant and their partner. We ensure that there is no more than two people for each application. We generate a unique household reference based on the hashed National Insurance Number, gender and date of birth of the main applicant, and if applicable, their partner.

Data Quality

To ensure the data we receive is of the highest quality, we have asked all IT providers to implement the data specification as fully as possible. The data specification includes a number of validations. These validations are provided through an XSD schema and have also been implemented into the ProcXed system. Once Local Authorities submit data to the ProcXed system, a number of validations are triggered and warning messages appear. Local Authorities may re-submit data to fix these errors or they can comment them to explain why they believe the data to be valid. On submission of the data to the Scottish Government, each Local Authority is sent a detailed automatic report showing the contents of the data and any remaining errors.

To ensure sufficient data has been submitted, we cross check all submitted data with the informal monitoring returns submitted to the Scottish Government (**Chart 6, Chart 8**). The automatic reports sent to Local Authorities contain charts which allow them to easily see if there is a discrepancy between these two data sources.

⁷ [ProcXed.NET](#) is Scottish Government's on-line validation software that supports Local Authorities in collecting and validating data.

Known data issues are as follows:

- Users should be aware that for North Lanarkshire in the latest quarter, the figures are missing community care grant applications for which there has been a delay in processing the application and/or inputting the data onto the local authority's IT system, which has meant that the applications was not included in the latest quarterly data return. Once these applications are processed and input on the system, details about them will be sent to Scottish Government with the next quarterly data return, and the statistics for April-June 2018 will be updated. We are working with the local authority to resolve this issue. This issue previous affected the 2017/18 statistics publication. Additional information has now been received from North Lanarkshire, and most applications made in 2017/18 now appear in this version of the statistics. However, North Lanarkshire have indicated that round 165 applications are still not included. These applications will be included in the next statistics publication once they have been returned and processed.
- An application is included in the quarterly data extract to the Scottish Government only when an application has been decided and when a payment has been made. For Crisis Grants, applications are less complex and payments are made quickly, resulting in almost no lag between cases being decided and being included in the data extract. However, for Community Care Grants, a large number of items may need to be ordered and payment may not occur until up to one month later, when invoices arrive. This results in a lag time between applications beginning in the Local Authority and applications being included in the extract to the Scottish Government. To rectify this problem, we are asking Local Authorities to submit data one to two months after the end of the quarter. This will ensure that, as far as possible, all relevant cases are included in the data extract.
- Some Local Authorities have experienced backlogs in entering data into their IT systems. As dates are automatically system generated, late entry of data has a knock on effect on any calculation which involves processing times or payment times.
- Some Local Authorities may not have been able to enter all of their data in time to include in this publication. Late entry of data may mean that this data appears in subsequent quarters, rather than in the quarter when the case was actually dealt with.
- Some question responses may default to "Other" in some IT systems. This particularly applies for reasons for applications, rejections, reviews and review decisions. We are currently working with IT providers and Local Authorities to ensure that the full range of questions and responses are available in all Local Authority IT systems.
- Some questions may not be completed at all. This includes the vulnerability and referrals questions for some Local Authorities.
- Clackmannanshire Council have a known issue which means that their processing times are longer than for other councils. This is due to a local

policy of keeping applications open on the Scottish Welfare Fund IT system after a decision is made. The Scottish Government are working with Clackmannanshire Council to resolve this issue going forward so that an accurate estimate of processing times can be made.

- East Ayrshire and Orkney councils have been unable to submit data on Tier 1 reviews via the ProcXed system. Information on reviews from these Local Authorities has only been included in this publication since the July to September 2017 version of the publication. In the present version of the publication we have incorporated information on reviews for these Local Authorities where they have kept their own records. Orkney have supplied full details about all reviews carried out, however numbers are small. East Ayrshire were able to supply information for 2014 onwards only, and cannot supply information on reasons for reviews, review decisions or processing times. However, this issue should be fixed for the next quarterly statistics.
- We also receive reconciliations from Local Authorities. For example, Local Authorities may estimate the cost of carpets and the final invoice for these may be less than originally thought. This results in money being paid back into their systems. Over time, the expenditure data in the quarterly monitoring may exceed monies actually spent if reconciliations are not applied. Most recently, reconciliations have been applied to South Lanarkshire data from January to March 2018.
- Family Reunion Crisis Grants and Community Care Grants for 18-21 year olds affected by the change to the entitlement for housing costs within Universal Credit are processed by councils using the same IT systems as other Scottish Welfare Fund awards. We therefore receive data for these Community Care Grant applications in monthly and quarterly data returns. However, these specific types of grants are not funded through the main Scottish Government allocation for awards – Local Authorities are reimbursed separately for these awards. To account for this, in this version of the publication we have excluded applications, awards and expenditure relating to Family Reunion Crisis Grants or Community Care Grants for 18-21 year olds from the statistics.
- Households can apply for both Community Care Grants and Crisis Grants in the same application. In versions of the publication covering the period up to December 2017, total applications reported were the total number of applications recorded on Local Authority IT systems. In some Local Authorities, these applications in some cases will include both a Community Care Grant and a Crisis Grant element. However, some Local Authorities now have a facility to split a single application into the Community Care Grant and Crisis Grant elements, and treat these as two separate applications. Where Local Authorities have used this facility on their IT system, Scottish government would receive this as two separate applications, with no information about whether they had originally been made together as one application. Because of this, we have changed the methodology for how total applications to Scottish Welfare Fund are reported, from the 2017/18 publication onwards. For all Local Authorities, we now report the number of

Community Care Grants and number of Crisis Grant applications added together. Therefore, joint applications for Community Care Grants and Crisis Grants will now be counted in the figures as two applications. This makes the figures for total Scottish Welfare Fund applications consistent across all the Local Authorities.

- In addition to the issue described above, Local Authorities have informed us that on some occasions, applicants may tick boxes on their application forms to apply for both a Community Care Grant and a Crisis Grant, however, based on the types of item, which have been requested the Local Authority, will process this application as only a Community Care Grant (e.g. if only flooring requested) or only a Crisis Grant (e.g. if only food requested). In these cases, the statistics in this publication reflect the way in which an application has been processed by the Local Authority, rather than the original tick boxes selected by an applicant.
- We are actively working with Local Authorities to improve the quality of data collected. We are reviewing completion of different questions across Local Authorities and identifying issues common to IT systems and those that are Local Authority specific.

Comparisons with other UK Statistics

Annual reports by the Secretary of State for Work and Pensions on the Social Fund for the period prior to 1 April 2013 are available from the Department for Work and Pensions. The most recently available report can be found at:

<https://www.gov.uk/government/publications/annual-report-by-the-secretary-of-state-for-work-and-pensions-on-the-social-fund-2012-to-2013>

On 1 April 2013, the Department for Work and Pensions devolved the responsibility for Community Care Grants and Crisis Loans to the Scottish Government, the Welsh Government and directly to English Local Authorities.

As a single national scheme covering the UK is no longer in operation, comparable statistics for other parts of the UK are not available.

An Official Statistics publication for Scotland

Official and National Statistics are produced to high professional standards set out in the Code of Practice for Official Statistics. Both undergo regular quality assurance reviews to ensure that they meet customer needs and are produced free from any political interference.

Correspondence and enquiries

For enquiries about this publication please contact:

Amelia Brereton

Social Security Statistics

Telephone: 0131 244 5464

e-mail: SocialSecurityStats@gov.scot

For general enquiries about Scottish Government statistics please contact:

Office of the Chief Statistician, Telephone: 0131 244 0442,

e-mail: statistics.enquiries@scotland.gsi.gov.uk

How to access background or source data

The data collected for this statistical bulletin:

are available in more detail through statistics.gov.scot

are available via an alternative route. Summary tables are available at:

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/swf>

may be made available on request, subject to consideration of legal and ethical factors. Please contact SocialSecurityStats@gov.scot for further information.

cannot be made available by Scottish Government for further analysis as Scottish Government is not the data controller.

Complaints and suggestions

If you are not satisfied with our service or have any comments or suggestions, please write to the Chief Statistician, 3WR, St Andrews House, Edinburgh, EH1 3DG, Telephone: (0131) 244 0302, e-mail statistics.enquiries@scotland.gsi.gov.uk.

If you would like to be consulted about statistical collections or receive notification of publications, please register your interest at www.gov.scot/scotstat

Details of forthcoming publications can be found at www.gov.scot/statistics

Crown Copyright

You may use or re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. See:

www.nationalarchives.gov.uk/doc/open-government-licence/